

California Energy Commission



CLASSIFICATION: EXECUTIVE SECRETARY I

TENURE: Permanent

TIME BASE: Fulltime

SALARY: \$3,020 - \$3,672 (*Salary will be adjusted accordingly to comply with furlough program.*)

FINAL FILING DATE: April 21, 2010

DUTIES/RESPONSIBILITIES: Under the general direction of the Assistant Executive Director, Office of Governmental Affairs (OGA), and under the lead of the Manager of Governmental Affairs, the incumbent will provide secretarial support for the Assistant Executive Director of OGA and OGA staff.

Responsibilities include performing secretarial, legislative support and administrative duties in support of OGA. The incumbent will demonstrate a high degree of political sensitivity, organization and independence in performing legislative tracking functions as well as secretarial and administrative duties. The work requires knowledge of legislative tracking and a general understanding of the workings of the California Legislature and familiarity with the policies, activities and programs of the Energy Commission.

Track legislation and work with the OGA Manager to distribute and track bill analyses and other work performed by OGA; coordinate preparation, tracking and delivery of reports and analyses required by the Resources Agency and Legislature; coordinate legislative meetings and hearings involving OGA Director, Energy Commissioners or staff; maintains extensive computer-based appointment/working schedule calendars for the OGA Director's appointments, meetings, hearings, speaking engagements, handles logistics and where appropriate, prepares meeting agendas and materials; review OGA written products for consistency with Commission policy, as well as format, grammar and accuracy; establish and maintain legislative bill files.

Prepare letters, memos, presentations and charts from rough draft to final form using various computer programs such as Word, Excel, and PowerPoint; review outgoing correspondence for consistency with Energy Commission format, as well as for understandability, grammatical construction, and clerical error prior to approval; independently composes correspondence for OGA Director and OGA staff or own signature requiring a thorough knowledge of the procedures and policies of the office and the Commission; make travel arrangements and prepare all necessary documents for OGA staff including in-state and out-of-state travel justifications and travel expense claim reports within established state guidelines and prepare/submit travel expense reports; copy and distribute material; order supplies and equipment, and prepare purchase requests and other forms; serves as the OGA timekeeper.

RPA#160-429

Pos.#160-1247-001

OK JG 4-7-10

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Excellent attendance, punctuality, dependability and telephone etiquette.
- Ability to follow verbal and/or written instructions.
- Accurate typing and proofreading skills.
- Ability to work independently and under pressure effectively.
- Good organization skills.
- Proficiency on a person computer and familiarity with Microsoft Word, Excel, PowerPoint, and Access.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Janet Gregory RPA#160-429
California Energy Commission
1516 9th Street, MS3
Sacramento, CA 95814
(916) 654-4311

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922